



**AGENDA FOR THE MEETING OF THE
LOS ANGELES COUNTY INFORMATION
SYSTEMS COMMISSION**

**KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 372
LOS ANGELES, CALIFORNIA 90012**

Monday, May 2, 2011

3:30 PM

ROLL CALL

Present: Chair Fuhrman, Vice Chair Samulon, Commissioner
Katherman, Commissioner Ross and Commissioner Huang

Excused: Commissioner William Chen and Commissioner Ying Tung
Chen

I. ADMINISTRATIVE MATTERS

1. Meeting to be called to order by Chairman Fuhrman. (11-2041)

The meeting was called to order by Chair Fuhrman at 3:40 p.m.

2. Approval of January 10, 2011 Minutes. (11-2039)

**On motion of Vice Chair Samulon, seconded by Commissioner
Katherman and unanimously carried, following discussion the minutes
from the meeting of January 10, 2011 were approved.**

Attachments: [SUPPORTING DOCUMENT](#)

3. Chairman Fuhrman's Report for the meeting of May 2, 2011. (11-2040)

**Chair Fuhrman introduced and welcomed the newly appointed
Commissioner representing the Fifth District, Henry Huang.
Commissioner Huang shared his background information and each
Commissioner introduced themselves.**

4. Staff Report on Correspondence Received, and Department Representative
Reports. (11-2042)

**Nyla Jefferson, Staff, reported that Commission members are required
by Assembly Bill 1234 to attend a Ethics Training class. An email will be
forwarded to them with information regarding accessing the online class**

or attending instructor led classes.

II. REPORTS

5. Update on the Countywide Information Security Program/Update on Network Penetration Testing
-Robert Pitman, Chief Information Security Officer (11-2035)

Robert Pittman, Chief Information Office, provided an update on the following:

Enterprise Secure Email

This initiative provides an e-mail encryption capability for department employees that have a regulatory or business requirement. The initial intent of this initiative was for regulatory purposes (i.e., HIPAA/HITECH), but has evolved to protect other types of data (e.g., financial and personnel). E-mail encryption licenses have been provided to departments. To date, several departments are training their employees prior to using this capability. Some of those departments are Health Services, Child Support Services, and Internal Services.

Mr. Pittman also stated there is a process to retrieve encrypted messages for investigative purposes.

McAfee Vulnerability Manager (MVM)

This initiative addresses Phase 1 of the County's Risk Management Program to provide a network layer vulnerability assessment software tool:

- **Implementation of the MVM software and hardware components is complete.**
- **The enterprise implementation phase is almost complete. The development of several documents (e.g., Scan Standard and Rules of Engagement) to assist departments in understanding the roles and responsibilities associated with initiation of network scans to meet the County standard. Besides the standard scan, the documentation addresses adhoc and emergency scans that departments may have to initiate for various operational and security reasons.**
- **The Auditor-Controller's Audit Division is part of the program and involved in this process.**

Enterprise Host Intrusion Prevention System (HIPS)

This new initiative addresses the requirement that all County

workstations and laptops have a HIPS solution:

- Phase 1 requested departments to implement by December 17, 2010 in monitor mode. This mode identifies if the traffic destined for a particular device (i.e., workstation or laptop) is receiving good traffic or bad/malicious traffic. Bad/Malicious traffic usually presents itself as a computer worm, virus, etc.
- Phase 2 completes this initiative on March 1, 2011 that will block bad traffic for these workstations and laptops. There are more than 80,000 workstations/laptops in the County that is scheduled to have this additional layer of protection. We are seventy-percent complete where several departments were granted extensions to implement this solution.

Board Information Technology Policies

The following Board Information Technology security policies have been reviewed and approved by the County's Information Security Steering Committee:

- 6.100 Information Technology and Security Policy
- 6.101 Use of County Information Technology Resources (includes Acceptable Use Agreement)
- 6.105 Internet Usage Policy

The completion of policy 6.110 – Protection of Information on Portable Computing Devices is pending approval of a clause that addresses personally acquired devices. It will also require department management approval of the security and privacy requirements that are part of the Terms of Use agreement signed by employees. The Terms of Use gives the County the right to erase the data in the event a portable computer device is lost, stolen, etc.

Symantec Endpoint Protection (SEP) Security Assessment

The County has negotiated an enterprise agreement with Symantec, Inc. This agreement provides three complimentary proactive security assessments annually. These assessments are specific to SEP that includes the following software components: anti-virus, anti-spy ware, and HIPS. Three departments participated; they are the Assessor, Child Support Services, and Public Health. The CISO has received all three reports and they are being reviewed.

HITECH/HIPAA

The Health Information Technology for Economic and Clinical Health (HITECH) Act of 2010 has increased the level of security and privacy protections for medical records, regardless, if they are electronic or hardcopy records. Therefore, plans are being developed to ensure the County's compliance with HITECH, which is an extension of the Health Insurance and Portability and Accountability Act of 1996 (HIPAA).

The CISO has identified 11 departments that will be asked to determine where Electronic Private Health Information (EPHI) exists and to make a determination of risk in order to establish sufficient protection. HITECH defines a breach as data that is undecipherable, unreadable or unusable.

Recently, there was a HITECH breach when an unencrypted laptop had 677 patient information stored unencrypted was stolen. In July 2007, the Laptop Hard Drive Encryption Initiative was implemented throughout the County. However, this particular laptop was purchased in June 2007 and was not encrypted. In response to the breach, patients received two written notifications informing them of the incident. In addition, the State Attorney General and the Department of Health and Human Services were notified based on the HITECH breach notification requirement.

New Topics

The CISO announced that the 8th Annual Security Recognition Awards took place in February and the Department of Mental Health received the Best Departmental Information Security Program for 2010.

The County's 401/457 administrator, Great-West Benefit Plan Savings, currently only requires a four-digit password to access accounts online or on the telephone. As an additional layer of security, this process will be enhanced to include challenge and response questions in order to access account information.

UPDATE ON PERFORMING A NETWORK PENETRATION TEST

The CISO reported the Department of Public Works (DPW) is in the process of engaging a third-party vendor to perform a security assessment and risk analysis that includes the performance of a network penetration test (external and internal).

On February 17, 2011, the County's CEO announced a moratorium on all

IT expenses. However, DPW had Special District Funds, which are exempt from the moratorium allowing them to move forward with the project. DPW received two bids from the Information Technology Software Services Master Agreement (ITSSMA) process. We were not satisfied with the outcome of the two bidders and are now negotiating a service offering with AT&T.

Chair Fuhrman and Commissioner Samulon requested a copy of the Test Proposal Plan.

Chair Fuhrman thanked Mr. Pittman for his update.

6. CIO Update

Leader Replacement System (LRS) Update

Update on Auditor's project to automate Assessment Appeals process

Update on Mayor Antonovich's initiative on automating business licensing processes

-Richard Sanchez, Chief Information Officer (11-2036)

- **Leader Replacement System (LRS) (Update)**

Rich Sanchez, County's CIO introduced James Hall, Senior Associate CIO, to give a status on the Leader Replacement System (LRS). Mr. Hall reported that there had been two vendors who had protested the vendor selection. The protests were reviewed by a contract manager from the Department of Public Social Services that was not involved in the bidding process and determined that the claims were unfounded. The next step in the protest process was a panel review that was conducted by the Department of Mental Health and the Internal Services Department. Following their review the panel determined that the claims were unfounded.

Mr. Hall reported that the State had approved the proposal selection and the funding for the project and that it has been submitted to the Federal Government for approval. A response by the State is anticipated by June 2011. Once the Federal Government approves vendor selection and funding for the new computer system, the department, DPSS, will submit a Board Letter.

- **Update on Auditor's project to automate Assessment Appeals Process. Update on Mayor Antonovich's initiative on automating**

business licensing

Chair Fuhrman informed the Commission that the Assessment Appeal Board is now automated and is on-line. Chair Fuhrman also reported that at a recent Economy and Efficiency Commission meeting, Supervisor Antonovich addressed the Assessment Appeal Board's improvements and suggested automating more of the County's business licensing process. Some licensing process may involve interaction with some, many or all of the following departments: Sheriff, Regional Planning, Treasurer Tax-Collector, Animal Control, Health Services, and Fire.

Chair Fuhrman inquired how the Commission can assist with automating the business licensing process. Mr. Sanchez responded that his office could assist this effort by reviewing projects from departmental Business Automation Plans that are submitted to the CIO's office. The CIO, in collaboration with the CEO is utilizing this information now to identify systems that could be used to meet on-line services criteria to offer to the public. Additionally, business licensing payment process may utilize the E-Commerce payment processing as a number of systems are now doing.

III. MISCELLANEOUS**Matters Not Posted**

7. Matters not on the posted agenda, to be discussed and (if requested) referred to staff or placed on the agenda for action at a future meeting, or matters requiring immediate action because of an emergency situation or where the need to take action came to the attention of the Committee subsequent to the posting of the agenda. (11-2043)

There were no matters presented for a future agenda.

Public Comment

8. Opportunity for members of the public to address the Commission on items of interest that are within the jurisdiction of the Commission. (11-2045)

No members of the public addressed the Commission.

Adjournment

9. Adjournment for the meeting of May 2, 2011. (11-2047)

The meeting of May 2, 2011 adjourned at 5:22 p.m.